



Celebrating 30 Years

Opens Friday, November 27, 2009 – January 1, 2010

Christmas in the Park Village

Arts and Crafts

Dear Potential Vendor,

Enclosed are the Christmas in the Park arts and crafts vendor policies, rules and regulations for 2009. Christmas in the Park is celebrating its 30th anniversary beginning on November 27, 2009 through January 1, 2010.

This year, we are pleased to introduce Christmas in the Park Village, a special exposition of arts and crafts vendors. Exclusive booth space will be available for vendors to sell their arts and crafts products. Please read and review the enclosed information carefully as all Christmas in the Park Village arts and crafts booth vendor policies and guidelines are strictly outlined. Only 4 dates will be available for the selling of arts and crafts in the park. The following dates are available: Saturday, December 12, Sunday, December 13, Saturday, December 19 and Sunday, December 20.

Over half a million visitors stroll through this yearly tradition in Downtown San José. As always there will be nightly entertainment, food, beverages and many other activities for the community to enjoy. We want to make this a positive and memorable experience for all to share during the holiday season. If you wish to apply to become a vendor in Christmas in the Park, please read further for information.

Thank you for your interest in Christmas in the Park. If you have any further questions regarding this application, the policies, rules or guidelines, please contact the Christmas in the Park office at (408) 794-6200.

Sincerely,

Nicole Morrison

Christmas in the Park Village Arts and Crafts Policies, Rules and Regulations

Hours:

Christmas in the Park Village will be open to the public from 10:00 a.m. - 10:00 p.m. Saturday and Sunday only on the following weekends:

- Saturday and Sunday, December 12th-13th
- Saturday and Sunday December 19th-20th

Eligibility

Christmas in the Park Village is open to all artists, crafters and importers. The goal of Christmas in the Park Village is to provide visitors with a variety of tasteful items and price ranges.

How to Apply

Prospective vendors will need to submit five photographs in addition to their application. Three photographs need to be of the inner and outer booth display; and two photographs of individual sale items.

Application Deadline

Applications will be due on **Friday, October 23, 2009 no later than 5:00 p.m.** A non-refundable late fee of \$50.00 will be applied to applications received after this date.

Costs

The cost of each booth is \$200 per day; vendors may qualify for discounts if they sign up for more than one day. A \$20 discount will be applied for a sign-up of two days and a \$50 discount will be applied for both weekends, (four days total). Limited corner spaces and electricity are available for an additional \$50 per day.

Confirmation/Refunds

A jury will review each application and vendors will be notified whether or not they were selected no later than **Friday, October 30, 2009**. Those accepted will also receive additional information of space assignments, parking, location, maps, etc. This is an outdoor winter event. There are no refunds in case of minor weather changes.

Vendors who cancel 14 days prior to the event will pay a \$50 cancellation fee. If a vendor cancels less than 14 days to their scheduled day no refund will be given.

Procedures for Accepted Vendors

1. **Payment:** Accepted applicants must submit their payment by Friday, November 20, 2009 by 5:00 p.m.
2. **Space Assignments:** Designated booth spaces will be included in the acceptance package along with a map of the park, unloading/loading times, parking information and the Christmas in the Park Village vendor location. There are limited corner spaces available for an additional \$50.00 per day. **This request must be made in the application.** *Please note* that a request does not guarantee a corner space; corner spaces are first come, first serve.
3. **Display Set-Up:** All vendors need to be set-up no later than 10:00 a.m. Early arrival is encouraged.

4. **Display Requirements:** Space only is provided. All vendors must provide their own pop-up 10×10 tent, covered table and other needed materials. Vendors are encouraged to incorporate holiday festive décor that goes along with the theme of the event. Merchandise is not allowed on the sidewalks. Christmas in the Park Village strives for pleasant and professional-looking booth displays, only printed signs allowed, no hand-made signs. Vendors may not have amplified music.
5. **Parking:** All vendor vehicles will receive a special parking permit for 30 minutes to unload/load their merchandise in designated areas. Unloading and loading times are to take place before set-up of tent and after strike down of tent only. Vendors will be given a specific time for unloading and loading upon receiving their acceptance packet. Parking at Christmas in the Park /Plaza de Cesar Chavez is not permitted elsewhere. Hourly and daily parking will be available in surrounding lots of the area.
6. **Merchandise Replenishment:** If a vendor runs out of their approved sale items, they will need to make a request for replenishment either at the information booth or with a staff member on-duty. *Please note* that all vendors must obtain approval before doing so and approval is at the discretion of the Christmas in the Board Member or staff on-duty.

Electricity

Electricity can be provided for an additional cost of \$50 per day with a maximum of 4 amps. The use of generators, batteries and heaters is prohibited.

Security

Christmas in the Park provides security for the safety of its visitors. While security will be available on site 24 hours a day, it is not the duty of the security personnel to watch over the materials and personal belongings of vendors at Christmas in the Park Village.

Regulations

A vendor may be removed from the event if they attempt to sell items other than what was juried and accepted into the event based on the photographs submitted with the application. Vendors can also be removed if items are improper for family viewing, inappropriate conduct or allowing other exhibitors to sell on their assigned space.

Insurance and Licensing

If selected, all vendors must have a California State Board of Equalization Seller's Permit before the first day of their sign-up date. A copy of your permit must be submitted along with final payment after acceptance into the program. A certificate of liability insurance must also be submitted with final payment.

Taxes

All vendors must collect and report 9.25% sales tax.

Hold Harmless Agreement

The vendor agrees to hold harmless Christmas in the Park Village, its employees and volunteers of any and all liability for damages to persons or property of any source. Applicant further agrees to indemnify and hold harmless Christmas in the Park, Inc., the City of San José, their officers, agents and employees from any and all liability resulting from Applicant's participation in Christmas in the Park. Applicant will provide proof of insurance naming Christmas in the Park, Inc. and the City of San José as also insured prior to issuing final permits.

**Christmas in the Park 2009
Arts and Crafts Vendor Application**

Page 1 of 2

Please print clearly

Business Name: _____

Artist/Crafter's Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Cell Phone: _____ **Home Phone:** _____

Email Address: _____ **Website:** _____

Do you have a valid California Seller's Permit Number? No _____ **Yes** _____

Resale Number (Include letters and numbers):

A seller's permit has to be acquired before the first sign-up date and a copy must be provided to Christmas in the Park.

Sign-up Dates

Saturday, December 12: _____ Sunday, December 13: _____

Saturday, December 19: _____ Sunday, December 20: _____

Please Note: *A \$20 discount will be given to vendors who sign-up for two days and a \$50 discount for both weekends.*

Saturday, December 12 and Sunday, December 13: _____ (\$380.00)

Saturday, December 19 and Sunday, December 20: _____ (\$380.00)

All 4 Dates: _____ (\$750.00)

Checklist

Booth Fee (per day): _____

Corner Fee (Additional \$50 per day): _____

Electricity Fee (Additional \$50 per day): _____

Non-Refundable Late Fee (After October 23, 2009 \$50): _____

Total Amount Due: _____

Application fee (cashier's check or money order only) is made payable to:
Christmas in the Park Inc. Accepted vendors will have to submit their full payment no later than November 20, 2009.

No particular space is guaranteed. Corner booths are limited and are assigned on a first come, first serve basis.

Please give a brief description of items to be sold:

Remember to include five photographs with your application. Three photographs must be of the inner and outer booth display, and two photographs of individual sale items.

Please list any other events you have previously participated in (if applicable):

I have fully read this application. I understand and agree to comply with the policies and procedures when submitting this application. If accepted, Christmas in the Park is not responsible for any lost, stolen, or damage items. Failure to comply with any regulations will result in my removal from Christmas in the Park.

Signature of Applicant: _____ **Date:** _____

ELECTRICAL SERVICES WORKSHEET

NOTE: SUBMIT ONE WORKSHEET FOR EACH LOCATION REQUIRING ELECTRICAL POWER

Location Number: _____

EVENT NAME: 2009 Christmas in the Park

EVENT DATE(S): Saturday, December 12, Sunday December 13; Saturday December 19 and Sunday December 20

EVENT LOCATION: Plaza de Cesar Chavez

Indicate the person to contact regarding this worksheet information:

CONTACT PERSON: _____

PHONE: Work: (____) _____ Home: (____) _____

List the following information:

- A. Quantity of the same type of appliance
- B. Type of appliance (amplifier, coffee pot, hot plate, etc.)
- C. Voltage, watts **or** amps, horsepower (information is printed on manufacturer's name plate mounted on appliance)

Quantity	Appliances	Voltage	Watts or Amps	Horse Power

Notes:

1. Multi-booth vendors: submit a separate worksheet for each booth requiring electrical power.
2. Plug in only the listed appliances - no extra appliances may be used at your location. Electrical load calculations are made from this worksheet and will not serve extra appliances.
3. Personal extension cords may be used inside booths only.
4. If the appliance plug will not fit into a common household receptacle, contact General Services for further instruction, (408) 277-5146.
5. Bandstand requirement: submit a drawing showing 1) bandstand dimensions, 2) location of outlets, 3) quantity of outlets required at each location, 4) number of 120 volt, 20 amp circuits.

Submit the above information no later than fourteen (14) days before your event to:

**CITY OF SAN JOSE
DEPARTMENT OF GENERAL SERVICES
696 North Sixth Street, Bldg. 600
San José, CA 95112**

**Tel: (408) 277-5146
Fax: (408) 277-5541**

Location Number: _____